



<b>Job Title</b>	<b>Public Works Foreman</b>
<b>Department</b>	Public Works
<b>Location/Type</b>	Field, Mon-Fri, some evenings/weekends in winter
<b>Supervisor</b>	Nicholas Nadeau, Town Administrator Benjamin Adams, Road Commissioner
<b>Pay Range</b>	\$25 +/- per hour, full-time with benefits

### **JOB SUMMARY**

The Public Works Foreman is a full-time position with the Town of Blue Hill and is responsible for assisting with the yearly maintenance of roads, parks, cemeteries, and other town facilities. This position will work closely with our Road Commissioner to determine which public works projects to prioritize and will assist contractors with larger projects. Additionally, this position is responsible for the lawn and summer maintenance relating to all town parks, athletics/non-athletic fields, and cemeteries. This position requires some weekend/night hours, primarily in the winter for snow removal and will maintain a positive working relationship with contractors, town staff, and the general public. Work is performed under the supervision of the Road Commissioner and the Town Administrator with considerable independence of action. Work is reviewed through observation, verification, and performance reviews.

### **DUTIES AND RESPONSIBILITIES**

- Leads and assists in the various maintenance work, including projects relating but not limited to culverts, storm drains, patching, road washout/building, and other small road projects.
- Leads and assists in the general maintenance related to municipal outdoor facilities such as recreational areas, parks, public spaces owned by the town, and cemeteries.
- Assists in the snow removal of some roads, municipal parking lots, and sidewalks in conjunction with the road commissioner and outside contractors.
- Operates and ensures the maintenance and general repair of municipal equipment such as trucks, backhoe, tractors, and lawn equipment.
- Assists with the upkeep of municipal areas relating to debris from blow downs, brush, and trash.
- Participates in required training and certification classes related to job duties and responsibilities.
- Oversees and schedules seasonal help in conjunction with Town needs in the summer.
- Provides support in special [rare] circumstances, but not limited, to the Harbor Master, Facilities Coordinator, Transfer Station Manager, and Wastewater Operator(s), in addition to listed supervisors above.
- Work with the Town Administrator to identify priorities for current and future work, as well as to assist in the budgeting of the Public Works Department.
- Performs related work as required.

### **QUALIFICATIONS**

- Considerable knowledge of Public Works/Road and Facilities Maintenance.
- Experience operating small-to-medium sized construction and commercial equipment.
- Experience repairing and maintaining commercial equipment.
- The ability to work independently with direction from supervisors listed above.
- The ability to complete projects effectively and efficiently.
- The ability to interact with the public in a friendly and helpful manor.
- The ability to analyze and interpret complex financial situations.
- The ability to maintain records and prepare reports as well as communicate effectively.

### **TO APPLY**

Please submit a cover letter and resume to [nnadeau@bluehillme.gov](mailto:nnadeau@bluehillme.gov) or mail to the Blue Hill Town Hall ATTN: Nicholas Nadeau, 18 Union St. Blue Hill, Maine 04614. Application reviews will start immediately.